

~~CONFIDENTIAL~~

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Executive for A & M
Assistant Director, OO ✓

Assistant Director, OCD

Transfer of ICF

28 NOV 1947

1. Pursuant to the memorandum of 27 October from Acting Executive Director to Assistant Director, OO, OCD, Chief, Reference Center and Chief, Services Branch, subject: Transfer of ICF from the Foreign Documents Branch, OO to Reference Center, A & M, the following working arrangements concerning the receipt and dissemination of ICF data have been coordinated by this office with representatives of Reference Center, A & M, Services Branch, A & M, and FDB, OO:

a. Reference Center will assume responsibility for the collection of ICF data from IAC agencies in the manner presently performed by FDB.

b. Reference Center will prepare stencils for the ICF cards after necessary processing in their office and will then forward the stencils to the Services Branch, A & M. The Chief, Foreign Industrial Register, Reference Center and the Chief, Reproduction Division, Services Branch will jointly work out details of delivery, receipt systems and other operating details in this connection.

c. Reproduction Division, Services Branch, A & M will reproduce, sort and package the finished ICF cards and forward them to IDU, Services Branch, A & M.

d. IDU will dispatch the packaged ICF cards to the recipients shown on the Distribution Order to be issued by OCD in this matter.

e. All arrangements are based on meeting the transfer date of 1 December 1947.

2. OCD has formalized the known requirements for ICF cards, plus an additional recipient, in the standard form of intelligence requisition RD NO. 2489-R-160, dated 25 November 1947, under which the above mentioned Distribution Order will be issued.

"Signed"

C. E. OLSEN
Captain, U. S. N.
Assistant Director for
Collection and Dissemination

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C/7N B*